COMPUTER
IMAGE
CORPORATION

2475 WEST
SECOND
AVENUE
SUITE 4
DENVER,
COLORADO
80223

TELEPHONE
(303) 934-5801

MEMORANDUM

TO: ALL COMPUTER IMAGE EMPLOYEES:

FROM: ED TAJCHMAN

DATE: MAY 23, 1978

We need to emphasize the responsibility of the last person leaving the facility to make sure it has been secured. Lights and equipment should be turned off and the door to the facility should be locked. When leaving after 6:00pm on a normal work day or anytime on a weekend or holiday the door to the building should also be locked.